

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES ADULT SERVICES INSTRUCTOR
PRIVATE – CCH WILLIMANTIC

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public
Location: Private – CCH Willimantic
Job Posting No: 00020112
Hours: Monday through Friday 9:00am - 4:30pm; RDO's Saturday and Sunday
Salary: \$43,626 - \$64,790
Closing Date: July 29, 2013

Examples of Duties: This position is assigned to the Community Companion Home program within the Private Administration Division and is based in the Willimantic Office. The position provides monitoring, licensing assistance, oversight, and performs some direct support for an assignment totaling up to 30 individuals living in 15 or more Community Companion Homes in the North Region in the Tolland and Windham Counties. Major responsibilities include: documented, monthly home visits to support IP goals and outcomes and for pre-audits prior to annual licensing inspections. Monitoring includes assurance of licensee compliance with Plans of Corrections and regulations; provide documented, enhanced home monitoring as directed; assisting licensee in the development of Plans of Correction and monitoring the implementation; compose reports on oversight activities and letters to licensees regarding necessary follow-up actions. Performs and assists in aspects of the Licensee recruitment process and in aspects of pre-licensing activities for new CCH development as directed. Certified in CPR, PMT, and First Aid. Valid driver's license. Computer skills or ability to become functional in Core MS applications. Effective verbal and written communication skills. Performs related duties as assigned.

Knowledge, Skills and Abilities: Knowledge of current practices and trends in services and supports for persons with developmental disabilities and related conditions; knowledge of principles and techniques of in-service training; knowledge of education methods and techniques including computer based training and related equipment; knowledge of knowledge of state agencies and community organizations and supports as they relate to services for persons with developmental disabilities and related conditions; knowledge of processes and material used in specific vocations and trades; knowledge of relevant equipment and emergency procedures; knowledge of interdisciplinary process for development of client supports; some knowledge of program evaluation; considerable interpersonal skills; considerable oral and written communication skills; considerable skill in behavior management of clients; skill in manual and machine operations of relevant vocations or trades; ability to work cooperatively with client and other staff; ability to gather data independently and prepare reports; ability to develop positive relationships with clients; ability to utilize teaching and/or training techniques for individual client needs; ability to support clients and participate in recreational and occupational activities; some supervisory ability.

General Experience: Four (4) years of experience in providing direct service to persons with developmental disabilities and related conditions.

Substitutions Allowed: 1. College training in special education, vocational rehabilitation, social work, mental health fields or behavioral sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2. For State Employees three (3) years as a Developmental Services Worker 2 or its equivalent may be substituted for the General Experience.

Special Requirements: 1. Incumbents in this class may be required to maintain CPR, PMT, Medication Administration and First Aid certificates. 2. Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number to:

Department of Developmental Services — North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer, Human Resources
Fax: (860) 622-4967

All application materials must be received by 11:59 p.m. on the closing date indicated above.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.